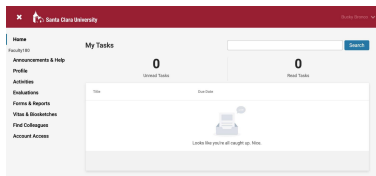


Uploading Activities & Course Materials

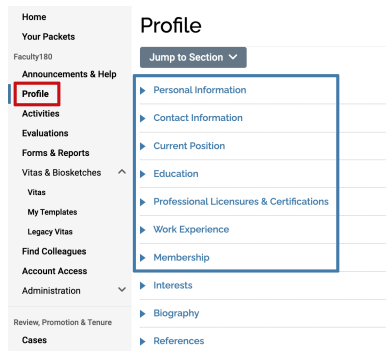
Instructions for Tenure-Track Faculty

Check your Interfolio Dashboard



After you login, “Santa Clara University” should appear in the upper bar, and your screen should look like this. If it doesn’t, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

Confirm Your Personal Information



Click **Profile** in the left sidebar. Check to make sure that the following categories are correct:

- ▶ personal information
- ▶ contact information
- ▶ current position
- ▶ education
- ▶ professional licenses & certifications
- ▶ work experience
- ▶ membership

Add Your Activities

Add activities from the review period to the relevant activity categories. You don’t have to wait for your FAR or review to be due; you can enter materials incrementally as you go. The three major criteria of evaluation are teaching, scholarship and/or creative activity, and service. In general, these correspond to the following activity categories in Faculty180:

Criterion	Faculty 180 Categories (with pages in guide)	
Teaching	<ul style="list-style-type: none">▶ Teaching (2-3)▶ Other Teaching (4)▶ Advising Load (5)	<ul style="list-style-type: none">▶ Mentoring (6)▶ Grants - External (if for teaching)▶ Grants - Internal (if for teaching)
Scholarship and/ or Creative Activity	<ul style="list-style-type: none">▶ Scholarly Contributions and Creative Productions (7-8)▶ Scholarly Plans (9)	<ul style="list-style-type: none">▶ Grants - External/Internal (9-10)▶ Other Professional Activity (11)▶ Professional Development (11)
Service	<ul style="list-style-type: none">▶ University, School, or Department Service (12)▶ Major Professional Service (13)	<ul style="list-style-type: none">▶ Major Community Service (13)▶ Administrative Service (13)

There are many other activities categories, and you will not have, and do not need to have, files and entries for each one. Consult your department chair, your mentor, a senior colleague in your rank, or department standards to identify what evidence matters most for faculty review.

Note the additional categories for Academic Honors & Awards, CV Uploads, past FARs and FAR Evaluation Letters, the MPR and MPR Advisory Letter (pp. 14-15).

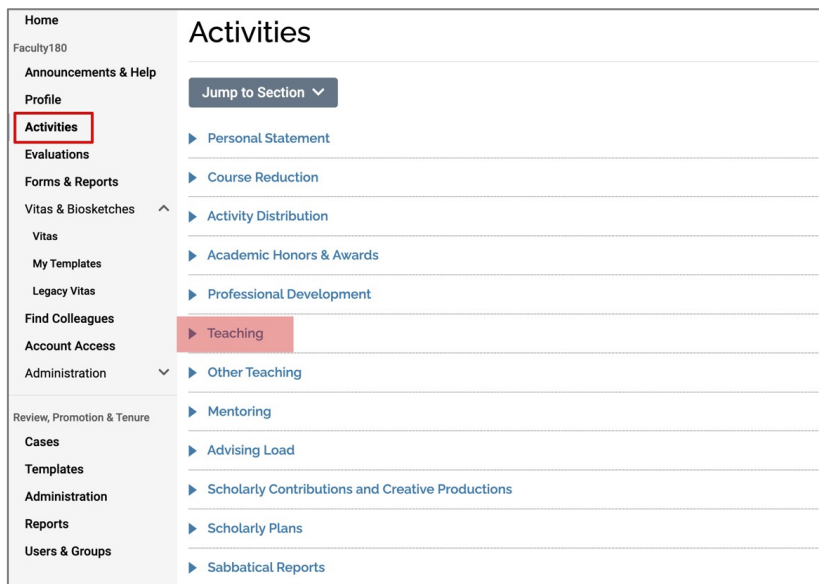
TEACHING

There are four activity categories in Faculty180 that may be used to record evidence of teaching effectiveness:

- ▶ Teaching
- ▶ Other Teaching
- ▶ Advising Load
- ▶ Mentoring (note: for faculty in the School of Engineering, this is considered a dimension of your research performance, rather than teaching performance)

In addition, if you received internal or external grants to support your teaching, use the grants section(s) to catalog those:

- ▶ Grants - External (if for teaching)
- ▶ Grants - Internal (if for teaching)



Under the **Activities** section, navigate to the **Teaching** category. Use this section to upload materials related to your courses.

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Actions
Winter 2021	PMIN 210 23799	The New Testament	LEC	4	S	19	
Spring 2020	PMIN 206 12103	Synoptic Gospels	LEC	4	M	8	
Winter 2020	SCTR 165R 95679	RSS:Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	
Winter 2020	WGST 148 95714	RSS:Gender/Sex in Biblical Int	LEC	5	TTH	3	
Fall 2019	SCTR 15 91619	Texting God	LEC	4	MWF	28	

Your classes and enrollments are loaded for you. Click on the **pencil icon** to the right of the corresponding class.

* Indicates required field

A Course Information

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2020	SCTR 165R 95679	RSS:Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	<input type="checkbox"/>

B Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	

Save Save and Go Back Cancel

Click the **Add** button, and then select the **Browse** button to find the document on your computer.

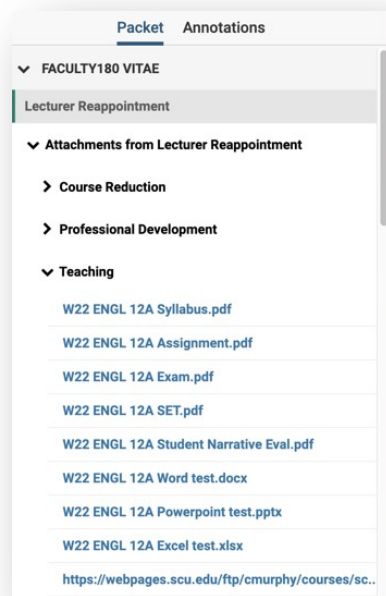
From the **Type** drop-down menu, select the type of document:

- Syllabus
- Course Evaluation (i.e., student evaluations—narrative, numerical, or both)
- Peer Evaluation (if available; for letters from colleagues who attended and evaluated your class)
- Other (for exams, assignments, samples of student work, etc.).

Click the **Upload** button.

Click the **Add** button to repeat the process. Save occasionally to be sure your uploads are saved. When you're done, click the **Save and Go Back** button to return to the main screen.

This [guide](#) shows you how to download files from [Camino](#).

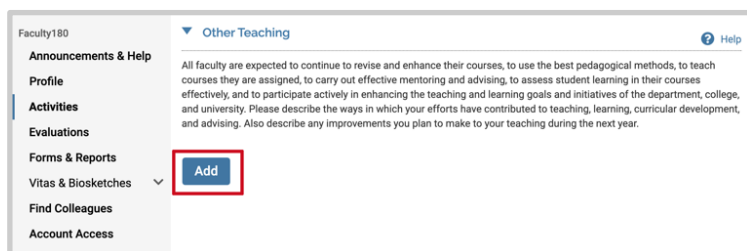


When your case is built for review, your uploaded files will be listed by course in reverse chronological order, following your course list in the Teaching section. Since there will be a lot of these documents, we recommend titling your teaching materials as follows, to help evaluators locate documents:

Term/Year AREA # Type

You can see what this might look like in the image to the left. Notice that any links you add cannot be retitled, and only the first part of the URL is visible. Your reviewer might not know what this link is. We therefore recommend that, if you choose to include links to online materials, you add the links in a Word document that you upload in the “Other Teaching” or “Personal Statement” area, as a guide for your reviewers.

Other Teaching



A Input Form

Start Term* Summer 2023

End Term* Ongoing Ongoing

Title [Your Last Name] Teaching Plan

11pt B I U x₂ x² Ω <>

Comments 0 WORDS

B Activity Classifications

DEI No

DEI Comments

C Attachments

Attachment Type	Attachment	Type	Lock (faculty cannot delete)
File	Upload File	no file uploaded	<input checked="" type="checkbox"/>

Add Another

Save Save and Add Another Save and Go Back Cancel

1. If you have other materials relating to teaching that you would like to add, use the **Other Teaching** activity category. These can include contributions to the student learning environment, as well as any in-residence programs, short courses, workshops, conferences, or other programs that were designed to update your pedagogy or course delivery skills.

2. Use the **Add** button to upload the document.

3. A window opens that allows you to indicate the current period (“**A** Input Form”). For “Start Term,” you can use any term in your review period. For “End Term,” select “Ongoing.” Add a title for your document.

4. In the “**C** Attachments” section, you can upload the document (Word, PDF, and Excel formats are acceptable). For the “Type,” select “Other.”

5. If you have other entries to make in the **Other Teaching** activity category, such as guest lectures, events for majors/ minors, and the like, you can use the **Save and Add Another** button to add a new entry.

Note: Be judicious in your supplementary materials, particularly if you are including a personal statement in the case. The personal statement provides the high-level overview of accomplishments, such that multiple, detailed additional documents can be redundant.

Advising Load

1. Click on the **Advising Load** activity category.
2. Create an entry for each year of your review period. In this example, an entry exists for 2019-20. If any changes need to be made to the information for that year, you would click the blue pencil icon. If you want to add information for another year, use the blue Add button.
3. In both cases, a window opens that allows you to indicate the number and academic level of your advisees (“**A** Number of Students”). Use the Start Term and End Term fields in this section to indicate the correct academic year for this information.
4. In the “**C** Attachments” section, you can upload your list of advisees for the academic year you indicated in the prior step, if you wish (it’s not necessary). For the “Type,” select “Other.”
5. Click **Save and Add Another** if you have additional evidence.

Mentoring

1. Click the **Mentoring** category; the pop-up window is illustrated to the left.
2. Use the **Add** button to enter an activity.
3. Use “**A** General” to indicate the required details, use “**B** Student Involvement” to provide student and project details, time commitment, and other remarks, use “**C** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, and use “**D** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
4. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

SCHOLARSHIP/CREATIVE ACTIVITY

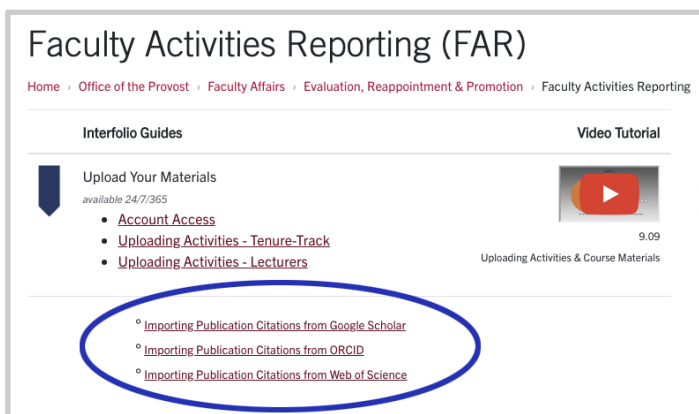
There are four activity categories in Faculty180 that may be used to record evidence of scholarship/creative activity:

- ▶ Scholarly Contributions and Creative Productions
- ▶ Scholarly Plans
- ▶ Grants - External
- ▶ Grants - Internal

The School of Engineering treats “Mentoring” as a Research category; all other schools consider it part of teaching.

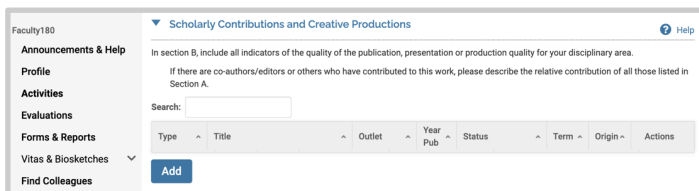
Scholarly Contributions and Creative Productions

Use this category to list all publications, conference presentations, and creative productions.



Interfolio allows you to import your publications from certain external databases: Web of Science, ORCID accounts (if you have one), and Google Scholar (which incorporates data you might have entered on our own Scholar Commons). Guides for importing your publications may be found on the [Faculty Activities Report \(FAR\)](https://www.scu.edu/provost/faculty-affairs/evaluation-promotion) page on the Provost’s website: <https://www.scu.edu/provost/faculty-affairs/evaluation-promotion>.

Links to the guides are reproduced in the instructions for every reappointment process.



To edit imported publications, or to add publications, presentations, and other scholarly contributions to your record, follow these steps:

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Scholarly Contributions and Creative Productions** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to create an entry.

A Input Form

Status* Completed/Published for Spring 2018 [Manage Status](#)

Type Journal Publication

Title* **B** [B](#) [I](#) [U](#) [X](#) [X](#) [I](#) [Ω](#)
 Adjusting Flood Peak Frequency Changes to Account for Climate Change Impacts in the Western United States

Journal* Journal Water Resource Planning Management

Year* 2018

Month / Season ?

Volume 44

Number

Pages

CoAuthor / Editor	First Name	Middle Initial	Last Name	Role	Faculty at your institution	Delete
1	Edwin	P.	Maurer	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Gretchen		Kayser	Author	<input type="checkbox"/>	<input type="checkbox"/>
3	Laura	A.	Doyle	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add](#)

4. Use “ **A** Input Form” to add or edit the citation elements for your publication.

B Activity Classifications

CoAuthors/CoEditors Contributions ?

of Undergrad CoAuthors ?

Type of Review ? Select

Presentation Category ? Select

Acceptance Rate ?

Reject Percentage ?

Impact Factor ?

Impact of Publication ?

Number of Citations ?

DEI ? No

DEI Comments ?

Score (School of Engineering only) ?

5. In the “ **B** Activity Classifications” section, fill in relevant information for the publication.

6. In the “ **C** Attachments” section, upload the publication or other supporting evidence. For the “Type,” select “Other.”

C Attachments ?

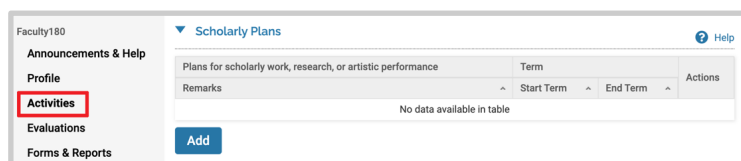
Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File	Upload File no file uploaded	Select	<input checked="" type="checkbox"/>

[Add Another](#)

[Save](#) [Save and Add Another](#) [Save and Go Back](#) [Cancel](#)

7. Click [Add Another](#) if you have an additional file for this record. Click [Save and Add Another](#) if you are done with this record and would like to add another. Click [Save and Go Back](#) or [Save](#), depending on the next step you would like to take.

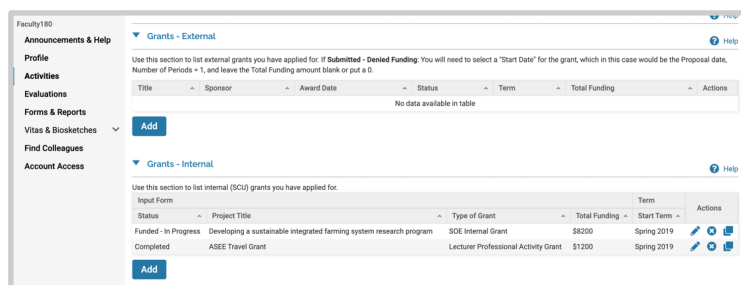
Scholarly Plans



If you do not have a personal statement in your case, you may choose to use this category to describe projects currently underway or planned.

Grants - External and Grants - Internal

Use the **Grants – External** and **Grants – Internal** activity categories for documenting grants received. The illustrations and steps below will focus on external grants.



1. Select Activities under the Faculty-180 tab in the left margin.
2. Scroll down to **Grants - External** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to enter a grant
4. Use “**A** Input Form” to add or edit the citation elements for your publication. Your name will automatically populate first line of the Collaborators area.

Once a grant is entered, the Status* line will change to allow you to manage the status if it changes:

If you later need to change the status, for example, for a later FAR or promotion, click **Manage Status** and **Add** to add a new row indicating the new status and effective term and year. Do not edit or delete earlier status “rows” indicating the historical progress of the grant.

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	<input type="text"/>
End Date	<input type="text"/>
Number of Periods*	Select ▾ each composed of* <input type="text" value="1"/> Years ▾

C Funded Amounts

Indirect Funding Yes No

Currency ▾

- Use “ **B** Dates & Funding Periods” to indicate these details, and “ **C** Funded Amounts” for the grant amount.
- In the “ **D** Activity Classifications” section, fill in relevant information for the grant.
- In the “ **E** Attachments” section, upload the grant or other supporting evidence. For the “Type,” select “Other.”

D Activity Classifications

Internal/External* ?	Select ▾
Type of Grant* ?	Select ▾
Type of Funding* ?	Select ▾
Approval for Pre-award Spending ?	Select ▾
DEI ?	No ▾
DEI Comments ?	<input type="text"/>
Score (School of Engineering only) ?	<input type="text"/>

E Attachments ?

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File ▾	<input type="button" value="Upload File"/> no file uploaded	Select ▾	<input checked="" type="checkbox"/>

C Attachments ?

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File ▾	<input type="button" value="Upload File"/> no file uploaded	Select ▾	<input checked="" type="checkbox"/>

Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

Other Professional Activity

Use this activity category to list attendance at conferences, external recognition of your research in news media platforms, and other activities that don't easily fit the other categories for scholarship and creative activity.

1. Open this activity category; the pop-up window is illustrated to the left.
2. Use the **Add** button to enter an activity.

3. Use “**A** Input Form” to indicate the required details, use “**B** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, and use “**C** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
4. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

Please note: This area may be used by Lecturers and teaching-track faculty to list other activities to improve their teaching, which counts as “Professional Activity” for these ranks. Tenure-stream faculty should list those activities in “Other Teaching.”

Professional Development

List here any in-residence programs, short courses, workshops, conferences, or other programs in which you participated that were designed to bring faculty up-to-date in your discipline.

The input window is similar to the one pictured above for “Other Professional Activity.” In both cases, utilize the description field to comment briefly on the activity. The description field will appear as an annotation on the system-generated CV for your evaluation, reappointment or promotion case.

SERVICE

Use the relevant service activity category to list your service to the department/school/University, the profession, and the community.

University, School, or Department Service

1. Open the category and use the **Add** button to enter each service activity.

2. Use “**A** Input Form” to indicate the required details about the service activity. To estimate the number of hours per week, begin with the estimated hours per year and divide by the 33 weeks of the academic year.

Details provided in the Comments field will appear in a gray box on the system-generated CV that will be part of your evaluation, reappointment or promotion case.

3. Use “**B** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, and use “**C** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”

4. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

Major Professional Service

1. Open the category and use the **Add** button to enter an activity.
2. Use the “ **A** Input Form,” “ **B** Activity Classifications,” and “ **C** Attachments” fields and save options as indicated in steps 2-4 of the University, School or Department Service section above.

Major Community Service

1. Open the category and use the **Add** button to enter an activity.
2. Use the “ **A** Input Form,” “ **B** Activity Classifications,” and “ **C** Attachments” fields and save options as indicated in steps 2-4 of the University, School or Department Service section above.

Administrative Service

1. Open the category and use the **Add** button to enter an activity.
2. Use the “ **A** Input Form,” “ **B** Activity Classifications,” and “ **C** Attachments” fields and save options as indicated in steps 2-4 of the University, School or Department Service section above. In this case, the **A** Input Form will allow you to select the type of service and list your duties and accomplishments.

OTHER

There are several other activity categories that are typically used in annual or cycle Faculty Activity Reports and reappointment and promotion materials:

Academic Honors & Awards

1. Use the **Add** button to enter an activity.

2. Use “ **A** Input Form” to indicate the required details, use “ **B** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, along with what honors category the award falls under, and use “ **C** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
3. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

CV Uploads

1. Open the category and use the **Add** button to upload your CV.
2. Set the date range to the final term of your period of review. Do not select Fall of the current year, even if that is when you submit your case, because it falls outside the period of review; select Summer of the current year.

Historical FARs and FAR Evaluation Letters

▼ Historical FARs & FAR Evaluation Letters Help

Use the Attachment feature in Section B below to upload historical FARs and FAR Evaluation Letters for a given review period.

Note: Historical FARs and FAR Evaluation Letters are important components of reappointment and promotion cases, but do not need to be uploaded for Faculty Activities Reports.

Input Form		Term		Actions
Title	Description	Start Term	End Term	
No data available in table				

Add

A Input Form

Start Term* Fall 2024

End Term* Ongoing Ongoing

Title

Description

11pt **B** *I* U ~~X~~ ^{x²}

B Attachments ?

Attachment Type	Attachment	Type	Lock
File	<input type="button" value="Upload File"/> no file uploaded	Select	<input checked="" type="checkbox"/>

Add Another

Save **Save and Add Another** **Save and Go Back** **Cancel**

1. Open the category and use the **Add** button to upload your FARs and FAR Evaluation Letters.

2. Set the date range to the review period matching the FAR or FAR Letter. For example, for a FAR encompassing Fall 2023-Summer 2024, use Fall 2023 as the start term and Summer 2024 as the end term.

MPR & MPR Advisory Letters

Probationary tenure-track faculty who have completed the Mid-Probationary Review will upload the MPR and MPR Advisory letter for subsequent FAR cases through your petition for tenure and/or promotion.

▼ MPR & MPR Advisory Letters Help

For tenure-track faculty only: Upload your MPR & MPR Advisory Letter in advance of your petition for tenure and promotion.

Title	Description	Start Term	End Term	Actions
No data available in table				

Add

1. Open the category and use the **Add** button to upload your FARs and FAR Evaluation Letters.

2. The pop-up window resembles the one for FARs. Set the date range to the review period matching the MPR submission year. For example, if you submitted the MPR in Winter 2024 and received your letter in Spring 2024, enter those as the start and end terms.